

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

STATEWIDE POSTING

AUGUST 23, 2005

5 PAGES

Title:	Licensed Practical Nurse	Position No.:	51513
Division:	Disability Services	Pay Grade:	10
Location:	Montana Developmental Center Boulder, MT 59632	Union:	AFSCME
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$11.00 hourly for employees new to state government (pay exception)	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632. Open recruitment - this position will remain open until filled. Applications may be faxed to 406-225-4414 (original application materials including original signatures must follow immediately).

SPECIAL INFORMATION: Hours: 2:00 pm to 10:00 pm Days off - Wednesday and Thursday. Job share and/or part-time work is a possibility. Ride-share usually available from Helena and Butte.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Tom Dolan, Personnel Officer at (406) 225-4484. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

- A. Provides nursing support for the medical director, registered nurses, all direct care and support services and multiple consulting physicians using LPN training, knowledge of the clients served, and knowledge of facility policies and practices, provides information relevant to client health issues and treatment to the Medical Director, registered nurses, consulting physicians, direct care and support staff by collecting and reporting both objective and subjective findings.
1. Collects pertinent information regarding the physical and mental health status of the client using assessment and observation skills in order to contribute to the identification of treatment priorities and the establishment of realistic and measurable goals.
 2. Communicates client health information verbally and/or written documentation in order to assist with the development and implementation of a plan for individualized client care.
 3. Evaluates and communicates verbally and in written documentation to all the physicians and registered nurse the effects and side effects of prescribed medications to ensure optimal treatment results from medication, maintains an up-to-date client record on all clients to ensure adequate and timely medical attention.

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL JOB FUNCTIONS: - continued

4. Assesses the client's need for referral for further health care by interviewing the client and observing for signs and symptoms of illness, injury, drug interactions and side effects and/or mental or emotional disturbance or pain and behavior abnormalities. Makes appropriate recommendations to the registered nurse and/or physicians. Directs/participates/assists in medical clinics as required. Communicates with primary and/or consulting physicians. Accompanies clients to outside medical appointments.
 5. Directs and oversees, as assigned, consulting physicians' clinics working directly with the physician to ensure optimal and timely medical care.
- B. Provides interventions which promote, maintain or restore physical and mental health and contributes to the evaluation of client response to interventions.
1. Performs assessments of client condition using nursing skills by looking for signs and symptoms of illness, injury, drug interactions and side effects and/or mental or emotional disturbance or pain and behavior abnormalities. Judgement and working knowledge of acute and chronic illnesses, assessments requiring very good observation skills and subjective skills especially for clients who do not and/or cannot communicate.
 2. Receives and transcribes verbal, written, telephone and standing physician's orders according to established policy and standards to ensure accurate administration of medications/treatment to clients.
 3. Administers, documents and assists with the administration of medications and medical treatments as prescribed and in accordance with policy in order to relieve symptoms of illness and promote health.
 4. Secures, accounts for and reorders as necessary all medications according to established policies and standards to provide for the safety of clients and secure management of pharmaceuticals. Routinely checks and orders as needed all equipment and supplies utilized by nursing staff and clients to ensure proper functioning and sufficiency.
 5. Provides structure and maintains a therapeutic environment in collaboration with clients and other members of the treatment team by observing client's behavior and social interactions in the unit and at activities outside of the unit using visual observation and verbal redirection to ensure an atmosphere which positively affects the client's health and safety.
 6. Verbally encourages and behaviorally assists clients on a day to day basis with activities of daily living, social/communication skills and symptom management which will lead towards independent living in a less restrictive environment.
 7. Provides instruction on client nursing care to the direct care staff and the clients themselves using informal teaching methods in individual and group settings to ensure understanding of developmental disability and medication issues in order to assist the client to achieve satisfying and productive patterns of living.
 8. Intervenes/assists during behavioral/psychiatric/medical emergencies or client crisis using a graded system of approaches including nonverbal, verbal, physical and mechanical techniques in accordance with policy to ensure the dignity, respect, safety and security of the individual client.
 9. Observes, monitors and documents the physical, mental and emotional status of the client in medical restraints in accordance with policy to ensure the clients safety, security, dignity and respect.
 10. Communicates to other treatment team members through written documentation and verbal reporting. Provides nursing intervention and assists with ongoing evaluation of each client in order to update and modify the treatment plan.
 11. Assesses and implements nursing protocols for chronic and acute illness using visual and physical assessments and equipment available for possible referrals to physicians and/or emergency personnel transporting from the treatment facility.
 12. Assess needs and implements psychiatrists and/or physician's orders for clients prone to self harm for protection of themselves and others by evaluation of physical condition, environmental situations and emotional status.
 13. Performs intensive nursing duties in the Pre-op/Post-op, Isolation area of Extended Care as assigned.
 14. Advises Resident Care Aide staff on how best to assist Licensed Practical Nurse in monitoring Extended Care Unit at times.
 15. Along with another Licensed Practical Nurse/Registered Nurse may be responsible for and accountable for the counting of controlled substances at times.
 16. Must be skilled and knowledgeable in infection control and proper disposal of Bio-Hazardous material.

ESSENTIAL JOB FUNCTIONS: - continued

- C. Utilizes the following skills in performance of job:
1. Medication distribution equipment
 - a. Cardex-MAR's
 - b. Medication carts
 - c. Medication cups, containers
 - d. Nebulizers
 - e. Syringes/needles
 - f. Medication patches, inhalers
 - g. IV solution and therapy
 2. Instruments for assessments
 - a. Thermometers
 - b. Otoscopes
 - c. Stethoscopes
 - d. Glucometers
 - e. Pulsimeters
 - f. Sphygmomanometers
 3. Oxygen equipment
 - a. Tanks
 - b. Gauges
 - c. Masks
 - d. Cannulas
 4. Suction machines
 5. Medical treatment equipment
 - a. Enema kits
 - b. Catheterizations
 1. Foley, texas, catheter
 2. Sterile catheter sets
 3. Catheter Drainage equipment
 - c. Irrigation equipment
 1. Ear syringes
 2. Bulb syringes
 6. Laboratory equipment
 - a. Hemotests
 - b. Urine collection cups
 - c. Various syringes/vials used for drawing blood
 - d. Tourniquets used for drawing blood
 7. Emergency equipment
 - a. Restraints
 - b. Splints, traction splints, bandages, braces, protective equipment
 - c. Stretchers
 - d. First aid kits
 - e. Airways
 - f. Suction equipment
 - g. Emergency transport vehicle (on grounds) and off grounds ambulance services for both emergency and non-emergency (transfer only) services
 8. Documentation equipment
 - a. Permanent medical record
 - b. Medical records kept in the units
 - c. Log books-both nurses log books and direct care log books
 - d. MAR'S
 - e. Behavior data sheets, behavioral incident reports, incident/injury reports, incident reviews, seizure reports, bowel movements records, I & O reports, and many and varied other reports as the need arises.
 9. Communication equipment
 - a. Regular telephone system
 - b. Intercommunication systems for paging
 - c. Two-way radio system
 - d. Fire alarm system
 - e. Alarms in units 1-3 & 4 to be used for alerting staff of client leaving without permission
 - f. Fax system
 - g. Working knowledge of computer skills
 - h. Cell phones
- D. Directs nursing care provided by Resident Care Aides and also provides direction and information to new employees.
1. Records and reports to the registered nurse, policy/procedural violations in order to maintain a therapeutic and safe environment.
 2. Directs, as assigned, the Licensed Practical Nurse orientation to ensure appropriate learning opportunities.

ESSENTIAL JOB FUNCTIONS: - continued

- E. Participates in activities which promote standards of practical nursing practice and individual development as a practical nurse.
 - 1. Attends, participates in and contributes to continuing education activities/programs and inservices mandated by policy to ensure current knowledge, and effectiveness in the developmental disability setting and practical nursing practices and trends.
 - 2. Serves on the facility committees such as policy/procedure review committee, information exchange committee and safety committee as requested in order to contribute to the accomplishment of established committee tasks and goals.
 - 3. Adheres to the Nurse Practice Act of Montana and all statutes and regulations governing the practice of practical nurses and the provision of client care at Montana Developmental Center in order to maintain high standards of care and current licensure.
 - 4. Contributes to the development and implementation of the treatment facility and individual treatment program policies and procedures through participation of committees and assigned task groups.
 - 5. Reviews treatment facility policies and procedures with members of the treatment team, especially Resident Care Aides' utilizing formal and informal teaching techniques in order to promote knowledge and skill development.
- F. Maintains confidentiality related to client information and medical records to ensure the rights of developmentally disabled individuals.
- G. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- H. Ensures the work environment is safe and well maintained to prevent needless injury, time loss, and expense.
- I. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- J. Cooperates with other staff and demonstrates respect for other employees, contributing to a positive and efficient work environment.
- K. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Considerable and thorough knowledge of the principles and skills of practical nursing as they apply to the provision of medical, geriatric and psychiatric services to adult individuals in an inpatient developmental disability setting. Knowledge of medication, their therapeutic effects and side effects. Knowledge of policies and procedures, state statutes regarding client rights and treatment planning. Knowledge of the mission, philosophy and goals of the treatment programs. Knowledge of client education principles. Knowledge of common safety hazards and precautions to establish a safe work environment. Knowledge of Montana statutes and rules relating to Licensed Practical Nurses.

Skills: Skill in the accurate administration of a variety of treatments and medication as directed. Skill in using various types of equipment for examination and treatment procedures. Skill in maintaining accurate and legible records/documentation. Skill in approved nonverbal, verbal and physical techniques to effectively and safely work with aggressive and non-aggressive people. IV certification is required. Proficient in the skill of performing CPR, required Advanced MANDT techniques and administration of first aid. Good communication and observation skills in dealing with verbal and nonverbal clients.

Abilities: Must have the ability to:

- 1) work with individuals who are seriously developmentally disabled who may be unpredictable, suicidal or aggressive.
- 2) react calmly and effectively in emergency situations.
- 3) give and follow written and oral instructions through clear communication.
- 4) perform accurate and thorough work and maintain quality control standards.
- 5) recognize problems, offer constructive solutions and intervene appropriately when necessary.
- 6) accurately communicate pertinent subjective and objective client data verbally and in writing.
- 7) interpret, adapt and apply guidelines and procedures.
- 8) direct and teach effectively.
- 9) maintain effective working relationships with members of the multidisciplinary treatment team and other employees, Department of Public Health and Human Services staff, other agencies, students and the public.

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge, Skills, and Abilities are acquired through graduation from an accredited school of practical nursing, a minimum of 12 months experience as a Licensed Practical Nurse. Experience in a health care facility with knowledge of managing symptoms of the developmentally disabled, client education principles, client's rights, developmental disabled treatment planning, psychopharmacology and basic group techniques. Will be certified in Basic Life Support and competent in Advanced MANDT techniques of managing people. Complies with Department, Division and Unit policy and/or direction and consults as needed or required with supervisors to obtain clarification or address concerns to ensure the provision of appropriate client care and treatment. Must be currently licensed as a Practical Nurse in the State of Montana. Must have a valid Montana Drivers License. If no applications are received from fully qualified applicants a training assignment at a lower pay grade will be considered.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a grade 10 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form and any relevant transcripts, if not currently contained in the personnel file.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632 or to Local Job Service Office. (PD-25. Rev. 05/03)
3. Copy of LPN license and Certification in I.V. Therapy.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.